

RESTRICTED

Per 12

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MEMORANDUM FOR: ALL HANDS, OCD  
SUBJECT: Six-day Work Week

1. Many OCD personnel have had to work overtime on recent Saturdays and Sundays in order to keep abreast of workloads.
2. The extra work-burden has not fallen equally on all shoulders. Some who have worked the longest hours have not asked for overtime pay. Backlogs, even with the extra hours of work, have not been eliminated. Pressures will probably increase in the days ahead. The recruitment picture will very likely get worse as the Defense agencies put themselves on a wartime basis.
3. A six-day workweek is therefore thrust upon us, and until further notice it will be normal practice for all hands to work six days a week and to receive the additional pay which goes with the extra work.
4. CIA Library, Liaison Division, Mail and Courier Section, and the Assistant Director's Office will stagger their days off in such a way as to ensure efficient operation in all units, with nearly full authorized strength, on each of the seven days of the week. Schedules to this effect will be drawn up by the officers in charge. The Registers and other units may do the same if they find it desirable, or otherwise may plan to work at full strength Mondays through Saturdays.
5. No one can now be ordered to work six days a week, but I expect that most will be ready to do so in view of the need and in view of the real importance of the work they are doing.
6. Some individuals will be seriously inconvenienced by this change, and perhaps will be unable at once to readjust their personal commitments in such a way as to make it possible for them to work six days a week. Officers in charge will take this into account.

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JAMES M. ANDREWS  
Assistant Director, OCD

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